

### Instructions for Modifying the DM Index File

**Issue:** Some LEAs indicated that they received an error when loading the SNAP DM Index file into their local food service system.

LDOE investigated and found that the DM Index file layout had been modified in January 2020 and contained five extra fields (there were 37 fields instead of 32 fields). This issue has affected the DM Index file when it is downloaded by selecting the Batch # from the DirectMatch Dashboard, or downloaded from My Students. LDOE is working with eScholar to resolve this issue. eScholar will remove the extra fields in the DM Index file to be ready for the start of the 2020-2021 school year.

In the interim, LEAs will need to manually remove the extra fields in the DM Index file before they load into their food service system. The instructions below show how to delete the extra fields from:

- A batch file from the dashboard (see pg. 2)
- My Students (see pg. 4)

**Notes:**

- The DM Index batch files downloaded from the dashboard from July – December 2019 have 32 fields.
- The DM Index batch files downloaded from the dashboard from January – June 2020 have 37 fields.
- The DM Index downloaded from MyStudents contain records with 32 and 37 fields within the same file.
- Once the DM Index (tab delimited text) file is downloaded, you will need to load it into EXCEL to manually delete the extra columns. The instructions for doing this are on page 7.

## Removing the extra fields from the DM Index file: Batch file in Dashboard

- Identify the batch you want to download
- Download the DM Index file from eScholar DirectMatch Dashboard
  - file will be in tab delimited text format without any header or trailer records (this is the default)

AVAILABLE OPTIONS TO DOWNLOAD

Batch Number:

Template:

Delimiter:

Qualifier:

Date Format:

Include Header/Footer: ☐ Yes ☒ No

[BACK TO DASHBOARD](#) [DOWNLOAD](#)

- select DOWNLOAD

UNIQUE ID HOME				
jSothirajah , Scholarship				
DirectMatch - Download - Batch 163568				
UPLOAD DATE	BATCH INFO	STATUS	RECORD COUNT	NEXT ACTION
05/07/2020 20:31	<a href="#">163568</a>	File Extract Complete.	9	<a href="#">DOWNLOAD</a>
<a href="#">BACK TO DASHBOARD</a>				

- select DOWNLOAD

Do you want to open or save **dm\_snap\_uid\_source\_163568\_20200528\_171608\_ide\_mch.txt** from louisianasecureid.escholar.com?

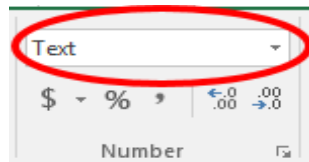
[Open](#) [Save](#) [Cancel](#)

- select SAVE AS and save to your computer
- Load your saved tab delimited text file into EXCEL
  - Please follow the instructions on pg. 7 carefully. Some records have leading zeros (e.g. sitecode: 001001) and you want to make sure that the leading zeros are loaded to the EXCEL file.
- Once the file has been loaded into EXCEL, scroll to the right of your EXCEL file. Columns AE – AI are the five extra fields.

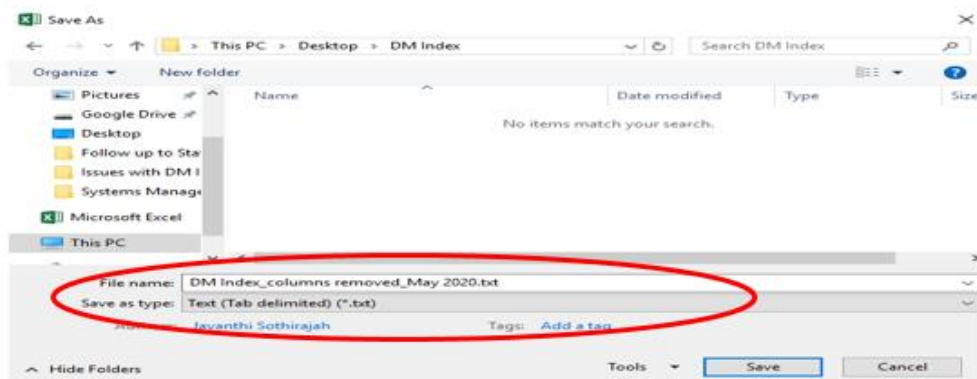
- You will not see the field names in your file. They were added to the screenshot for demonstration purposes.

AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
Zip	Ethnicity	Gender	Race	Extra Fields					Recipient ID	Matched Date
70815	2	M	5						xxxxxxxxxx	20200505
70815	2	F	1						xxxxxxxxxx	20200505
70815	2	F	5						xxxxxxxxxx	20200505

- Delete columns AE-AI. You should now have 32 fields.
- Select all 32 fields in your EXCEL file and change the format from General to Text
  - This is to ensure that all leading zeroes are not removed from the file



- Save your EXCEL file
- Convert your EXCEL file into a tab delimited text file. You will need the tab delimited text file to load into your local food service system.
  - Click on File
  - Select SAVE AS
  - Browse to where you want to save your file
  - In the FileName box: enter the name of your file
  - In the Save as type box: select Text (tab delimited) (\*.txt)
  - Click on Save



- You are now ready to load your DM Index file into your local food service system.

## Removing the extra fields from the DM Index file: My Students

- Select My Students
- Download the DM Index file
- The file will be in tab delimited text format without any header or trailer records (this is the default)

DOWNLOAD OPTIONS

EXTRACT FILES (1)

AVAILABLE OPTIONS TO DOWNLOAD

Template:

DirectMatch Index

▼

Delimiter:

TAB

▼

Qualifier:

▼

Date Format:

mm/dd/yyyy

▼

Include Header/Footer:

☐ Yes

☒ No

BACK TO MY STUDENTS

GENERATE EXTRACT(S)

Do you want to open or save `dm_snap_uid_source_163568_20200528_171608_ide_mch.txt` from `louisianasecureid.escholar.com`?

Open

Save ▼

Cancel

- select SAVE AS and save to your computer
- Load your saved tab delimited text file into EXCEL
  - Please follow the instructions on pg. 7 carefully. Some records have leading zeros (e.g. sitecode: 001001) and you want to make sure that the leading zeros are loaded to the EXCEL file.
- Once the file has been loaded into EXCEL, scroll to the right of your EXCEL file till you get to columns AJ and AK
- Scroll down until you see data in the columns AJ and AK
  - or you can use the filter function to find the data in columns AJ and AK

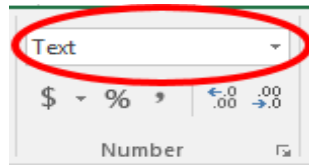
- You will see that within the same file there are two different formats.
  - The SNAP recipient ID and matched date are in columns AE and AF for those records that were matched before January 2020
  - The SNAP recipient ID and matched date are in columns AJ and AK for those records that were matched starting in January 2020 to the present.

Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
HOMER	LA	71040	2	F	5	004397907	20180731					
HOMER	LA	71040	2	F	5	004652207	20180630					
HAYNESVILLE	LA	71038	2	M	1	004040745	20180531					
HAYNESVILLE	LA	71038	2	M	1	004279122	20180531					
BERNICE	LA	71222	2	M	5	003417041	20180331					
HAYNESVILLE	LA	71038	2	F	.	004967186	20180228					
NATCHITOCHES	LA	71457	2	M	5	004894540	20171030					
HOMER	LA	71040	2	M	5						004730543	20200103
SHREVEPORT	LA	71103	2	M	5						003523480	20200103
HOMER	LA	71040	2	F	5						003761678	20200103
HAYNESVILLE	LA	71038	2	F	5						004697214	20200103
MINDEN	LA	71055	2	F	1						004235128	20200103
HOMER	LA	71040	2	F	1						005126574	20200131
HOMER	LA	71040	2	M	1						005126575	20200131
HAYNESVILLE	LA	71038	2	F	5						004870443	20200103

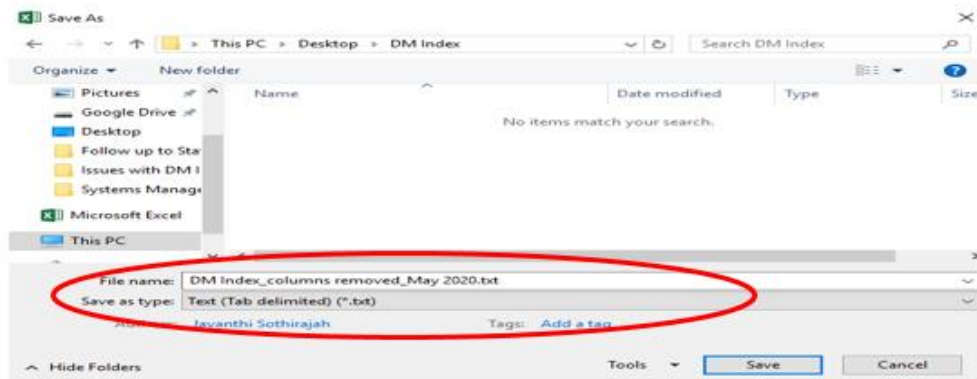
- Move the records that are in columns AJ and AK into columns AE and AF.
  - Carefully cut and paste the records
    - We highlighted in yellow the data was moved to the correct columns
  - Scroll down to make sure that you copied and pasted all the January – present records into columns AE and AF

Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
HOMER	LA	71040	2	F	5	004397907	20180731					
HOMER	LA	71040	2	F	5	004652207	20180630					
HAYNESVILLE	LA	71038	2	M	1	004040745	20180531					
HAYNESVILLE	LA	71038	2	M	1	004279122	20180531					
BERNICE	LA	71222	2	M	5	003417041	20180331					
HAYNESVILLE	LA	71038	2	F	.	004967186	20180228					
NATCHITOCHES	LA	71457	2	M	5	004894540	20171030					
HOMER	LA	71040	2	M	5	004730543	20200103					
SHREVEPORT	LA	71103	2	M	5	003523480	20200103					
HOMER	LA	71040	2	F	5	003761678	20200103					
HAYNESVILLE	LA	71038	2	F	5	004697214	20200103					
MINDEN	LA	71055	2	F	1	004235128	20200103					
HOMER	LA	71040	2	F	1	005126574	20200131					
HOMER	LA	71040	2	M	1	005126575	20200131					
HAYNESVILLE	LA	71038	2	F	5	004870443	20200103					

- Select all 32 fields in your EXCEL file and change the format from General to Text
  - This is to ensure that all leading zeroes are not removed from the file



- Save your EXCEL file
- Convert your EXCEL file into a tab delimited text file. You will need the tab delimited text file to load into your local food service system.
  - Click on File
  - Select SAVE AS
  - Browse to where you want to save your file
  - In the FileName box: enter the name of your file
  - In the Save as type box: select Text (tab delimited) (\*.txt)
  - Click on Save



- You are now ready to load your DM Index file into your local food service system.

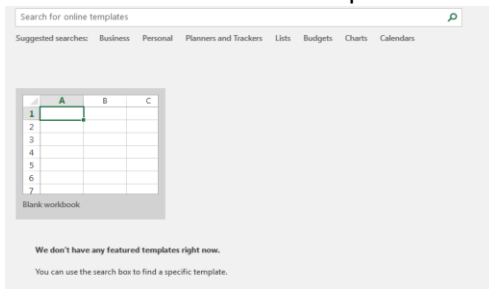
### How to load a tab delimited txt file into EXCEL

A **tab-delimited** text file is a file containing tabs that separate information with one record per line.  
A **tab delimited** file is often used to upload data to a system.

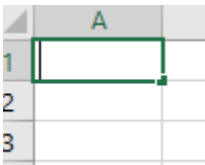
1. Open an EXCEL file by double clicking on the EXCEL icon on your desktop.



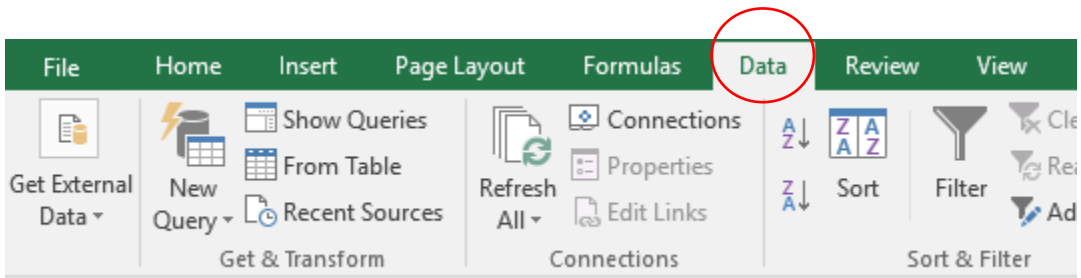
2. Click on the blank EXCEL template



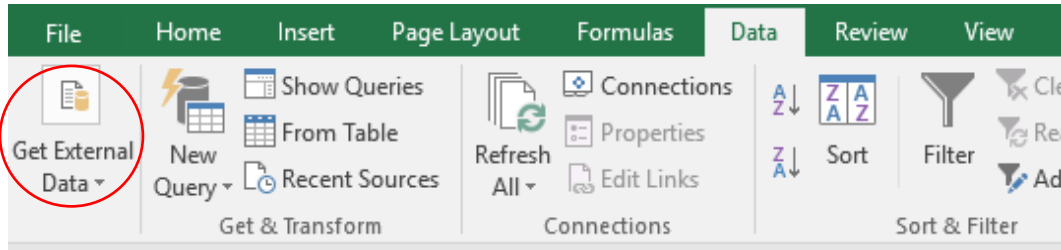
3. Click on cell A1 to keep your cursor in that cell.



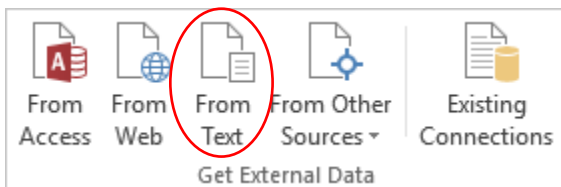
4. Click on the Data tab



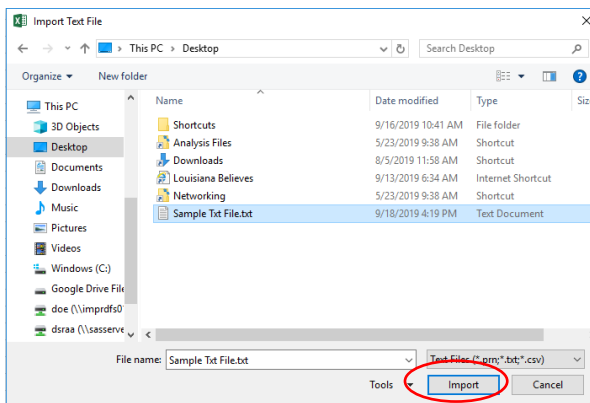
5. Click on Get External Data



6. Click on From Text



7. Browse and find your txt file. Click on Import.





8. Text Import Wizard box will appear. The default is "Delimited". Since your file is a tab delimited file you do not need to do anything. Click on Next.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.  
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

☐ My data has headers.

Preview of file C:\Users\jsothira\Desktop\Sample Txt File.txt.

```

1 ID66000151VNATPM1/5/17532512345111222333NYNNNN1122334455660
2 ID66000151VNATPM1/5/17532512345111222333NYNNNN1122334455660
3 ID66000151VNATPM1/5/17532512345111222333NYNNNN1122334455660
4 ID66000151VNATPM1/5/17532512345111222333NYNNNN1122334455660
5 ID66000151VNATPM1/5/17532512345111222333NYNNNN1122334455660

```

Cancel < Back Next > Finish

9. Under Delimiters: Tab will be checked (this is the default)  
Text Qualifier: use the drop down and select {none}  
Click on Next.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab

☐ Semicolon

☐ Comma

☐ Space

☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier: {none}

Data preview

ID	660001	51	V	NAT	P	M	1/5/1753	25	12345	111222333	NYN
ID	660001	51	V	NAT	P	M	1/5/1753	25	12345	111222333	NYN
ID	660001	51	V	NAT	P	M	1/5/1753	25	12345	111222333	NYN
ID	660001	51	V	NAT	P	M	1/5/1753	25	12345	111222333	NYN
ID	660001	51	V	NAT	P	M	1/5/1753	25	12345	111222333	NYN

Cancel < Back Next > Finish

10. Under Column data format, select Text.  
The first column will be highlighted in black.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☒ **Text**  
☐ General  
☐ Date: MDY  
☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

Text	General	General	General	General	General	General	General	General	General	General	General	General	General
ID	660001	51	V	NAT	P		M	1/5/1753	25	12345	111222333	NYN	
ID	660001	51	V	NAT	P		M	1/5/1753	25	12345	111222333	NYN	
ID	660001	51	V	NAT	P		M	1/5/1753	25	12345	111222333	NYN	
ID	660001	51	V	NAT	P		M	1/5/1753	25	12345	111222333	NYN	
ID	660001	51	V	NAT	P		M	1/5/1753	25	12345	111222333	NYN	

Cancel < Back Next > Finish

11. Slide the horizontal scroll bar all the way to the right to the last column. Then use the vertical scroll bar to get to the end of the file.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab  
☐ Semicolon  
☐ Comma  
☐ Space  
☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier: {none}

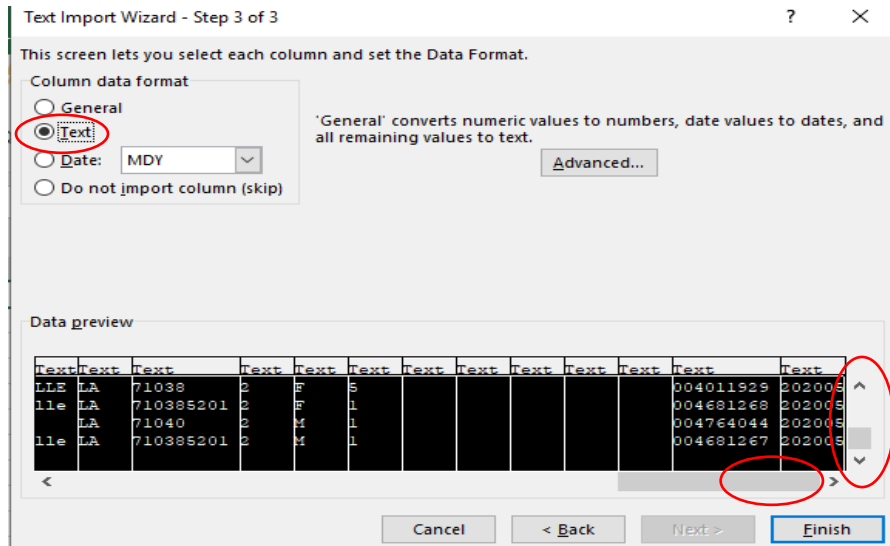
Data preview

F	1						005023402	20200505
M	5						003410043	20200303
M	5						003362355	20200303
M	5						003259559	20200211

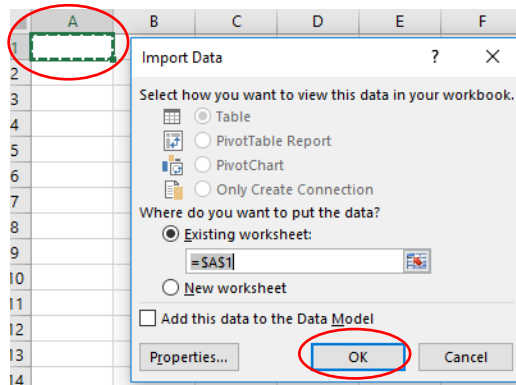
Horizontal scroll bar and vertical scroll bar are highlighted with red circles.

Cancel < Back Next > Finish

12. Press and hold the Shift key and click on the last column. All the columns will be highlighted in black.  
Under the Column data format, make sure that Text is selected.  
Click on Finish.



13. Select Ok. The first cell will have a green border because we want the data to start populating from that location



14. You should see your data in the EXCEL file (see sample data below). Save your file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	ID	660001	51	V	NAT	P		M	1/5/1753	25	12345	111222333	NYNNNN	1122334455	660	2020	
2	ID	660001	51	V	NAT	P		M	1/5/1753	25	12345	111222333	NYNNNN	1122334455	660	2020	
3	ID	660001	51	V	NAT	P		M	1/5/1753	25	12345	111222333	NYNNNN	1122334455	660	2020	
4	ID	660001	51	V	NAT	P		M	1/5/1753	25	12345	111222333	NYNNNN	1122334455	660	2020	
5	ID	660001	51	V	NAT	P		M	1/5/1753	25	12345	111222333	NYNNNN	1122334455	660	2020	
6	ID	660001	51	V	NAT	P		M	1/5/1753	25	12345	111222333	NYNNNN	1122334455	660	2020	
7	ID	660001	51	V	NAT	P		M	1/5/1753	25	12345	111222333	NYNNNN	1122334455	660	2020	
8	ID	660001	51	V	NAT	P		M	1/5/1753	25	12345	111222333	NYNNNN	1122334455	660	2020	